


Title: Special open enrollment (SOE)

Policy 45-2

Contact:	Rules Specialist, PEB Division	Effective:	January 1, 2016
		Rescinded:	
Associated RCW:	41.05.320	Supersedes:	
Associated WAC:	182-08-198 182-08-199 182-12-128 182-12-262		
Assoc. fed law/reg:	26 USC §105(b) 26 USC §129 26 USC §152 26 USC §223 26 USC §125 26 CFR §1.125-4	Owner:	Policy & Rules Manager, PEB Division
Associated Procedures:			
Associated Forms & Communication	Addendum 45-2A State of Washington Salary Reduction Plan	Approved by:	
		Position:	PEB Director, PEB Division
		Date approved:	11/30/15

Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

Policy:

1. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a PEBB health plan (medical or dental).
2. The PEBB Program and employing agencies must use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber must use Addendum 45-2A when determining if he or she is allowed to change enrollment in a PEBB health plan (medical or dental) or change an election under the state's salary reduction plan.